Customer	Health Authority in Abu Dhabi (HAAD)	
Document	User Manual	
Version	1.0	
Process	**School Health Reporting -User Manual**	

Health Authority - Abu Dhabi
Reliable Excellence in Health Care

USER MANUAL

School Health Reporting Module

June, 2009

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1.0 GENERAL INFORMATION

1.1 System Overview

School Health Reporting module is used for monitoring the HAAD vaccination & screening programs. One or more than one nurse should be designated at each school and is responsible for maintaining the health records of all students in the system.

1.2 Authorized Use Permission

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1.3 Organization of the Manual

1.0 **General Information:** This section includes the basic information needed to understand the system, and the details of contacts that provide assistance.
2.0 **System Summary:** This section introduces the system technically.
3.0 **Getting Started:** This section provides the information needed to get started and use the system.

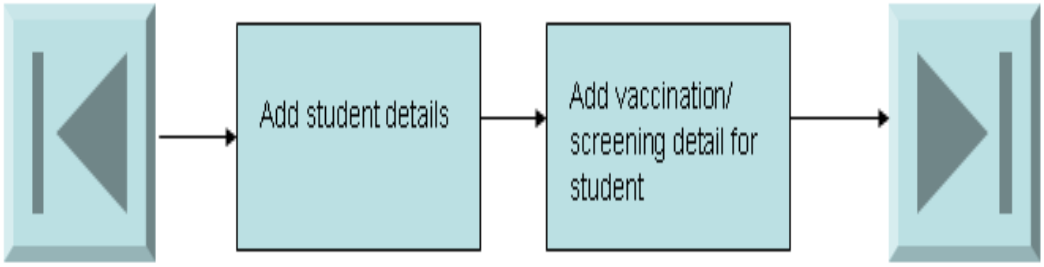
1.4 Acronyms and Abbreviations

HAAD: Health Authority - Abu Dhabi

2.0 SYSTEM SUMMARY

There should be a designated nurse at each School to report the vaccination and screening test data. The designated nurse logs in to the system and records the health details (vaccination/screening details) of student by submitting information in School Health Notification screen. Nurse can record the health details of student by adding vaccination & screening information in this screen. The designated nurse can also search/view student health details in this screen.

2.1 Data Flow



3.0 GETTING STARTED

3.1 Logging On

Please refer Registration User Manual to know how to Login to the application.

Registration - User Manual

Registration User Manual can also be downloaded from HAAD Website.
List of User Manuals that are available for download, will be listed in HAAD website once you successfully Login to the HAAD website (as shown in fig. 1).

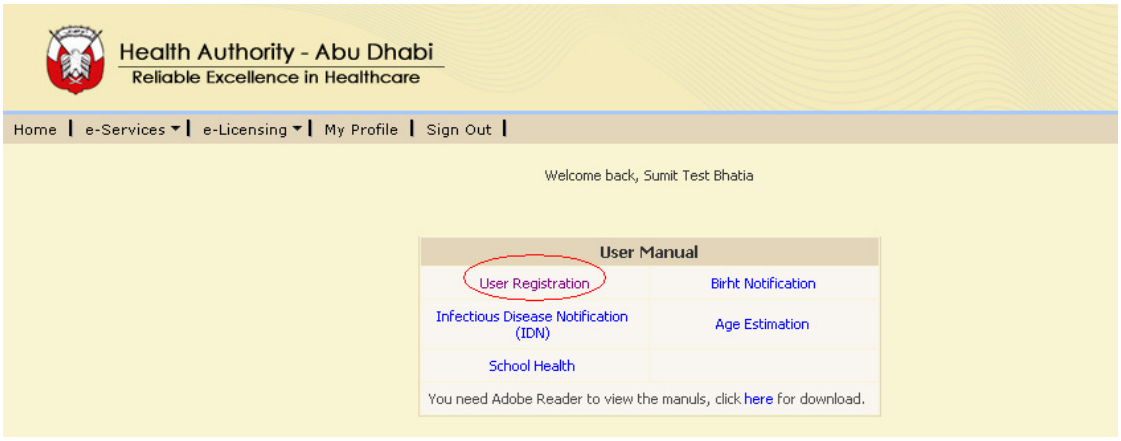

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Home | e-Services | e-Licensing | My Profile | Sign Out |
Welcome back, Sumit Test Bhatia
User Manual
User Registration
Birht Notification
Infectious Disease Notification (IDN)
Age Estimation
School Health
You need Adobe Reader to view the manuls, click here for download.

Fig.1

3.2 System Menu

Once you have successfully logged-in to the system, select the below Link to enter School Health Notification screen (as shown in fig.2).

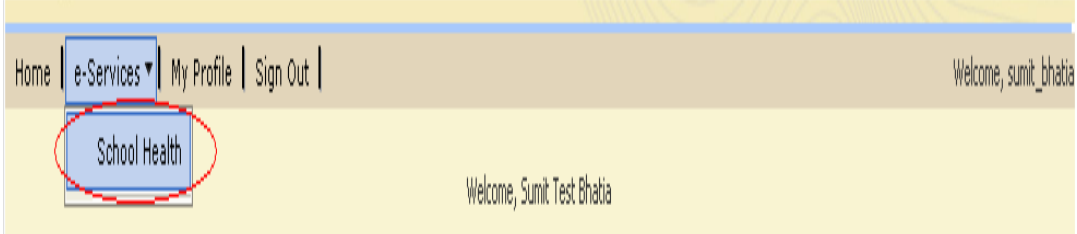


Fig.2

3.2.1 Start Process

3.2.1.1 School Health Notification (Search/Add Student Information)

Once you have selected the School Health Notification screen option, you will see the below search screen (as shown in Fig.3).

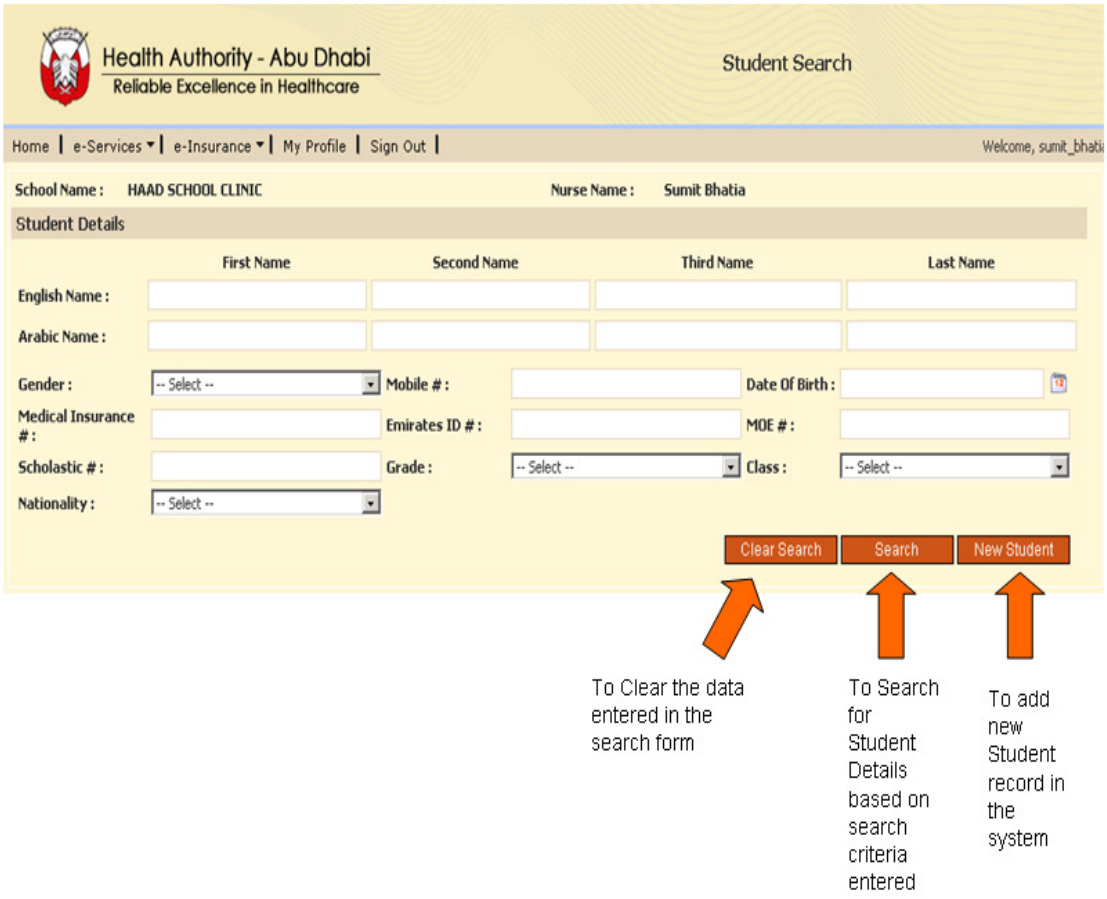

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Student Search
Home | e-Services | e-Insurance | My Profile | Sign Out |
Welcome, sumit_bhatia
School Name : HAAD SCHOOL CLINIC
Nurse Name : Sumit Bhatia
Student Details
First Name
Second Name
Third Name
Last Name
English Name :
Arabic Name :
Gender : -- Select --
Mobile # :
Date Of Birth :
Medical Insurance # :
Emirates ID # :
MOE # :
Scholastic # :
Grade : -- Select --
Class : -- Select --
Nationality : -- Select --
Clear Search
Search
New Student
To Clear the data entered in the search form
To Search for Student Details based on search criteria entered
To add new Student record in the system

Fig.3

Please note that School name will appear based on the School with which you have been registered in the system (as highlighted in fig 3). Nurse name will be auto populated (as highlighted in fig. 3) as it is mapped with the userid with which you login to the system.

You will see following 3 buttons in this screen (as shown in fig 3).

- **Clear Search:** Select this button to clear out data entered in the search fields (e.g. English Name, Arabic Name etc).

- **Search:** Select this button to search for student information based on the search criteria entered in the search fields.

  You can search student information based on below search fields in this screen.

  English Name (First Name/Second Name/Third Name/Last Name)
  Arabic Name (First Name/Second Name/Third Name/Last Name)
  Gender: (Male/Female)
  Mobile #: Mobile number of the student or the parent.
  Date of Birth: Date of Birth of student
  Medical Insurance #: The Medical Insurance number of the student
  Emirates ID #: The emirates ID number of the student
  MOE #: The MOE number of the student
  Scholastic #: The scholastic/ADEC number of the student
  Grade: (Grade1/Grade9/Grade11 etc.) Grade depending on the school
  Class: The Class/Section of the student
  Nationality: Nationality of the student

  Select the Search button to view the records based on search criteria after entering search information in above mentioned search fields.

- **New Student:** Select this button to add new student record in the system. Below screen (as shown in fig.4) will appear.

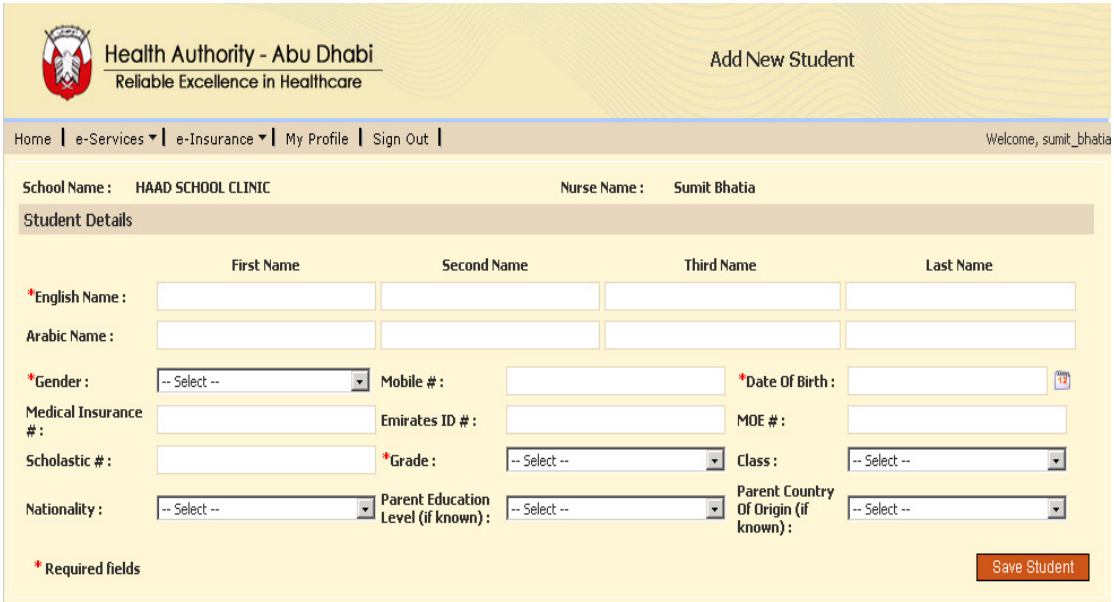

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Add New Student
Home | e-Services | e-Insurance | My Profile | Sign Out |
Welcome, sumit_bhatia
School Name : HAAD SCHOOL CLINIC
Nurse Name : Sumit Bhatia
Student Details
First Name
Second Name
Third Name
Last Name
*English Name :
Arabic Name :
*Gender : -- Select --
Mobile # :
*Date Of Birth :
Medical Insurance # :
Emirates ID # :
MOE # :
Scholastic # :
*Grade : -- Select --
Class : -- Select --
Nationality : -- Select --
Parent Education Level (if known) : -- Select --
Parent Country Of Origin (if known) : -- Select --
* Required fields
Save Student

Fig.4

You will see below mentioned fields in this screen. (* before the field name indicates that field is a mandatory field that must be entered in order to complete Student record creation).

Mandatory Fields

English Name: (*First Name/*Last Name) or **Arabic Name:** (*First Name/*Last Name)
***Gender:** (Male/Female)
***Date of Birth:** Date of Birth of student
***Grade:** Select the Grade
***Medical Insurance #:** The medical insurance number of the student.
***Mobile #:** Mobile number of the student or the parent. This field accepts 10 digit number.
***Scholastic #:** The scholastic number of the student.
***Emirates ID #:** The emirates ID number of the student. This field is alphanumeric fixed at 18 characters (15 plus 3 hyphens).

Non Mandatory fields

English Name: (Second Name/Third Name)
Arabic Name: (First Name/Second Name/Third Name/Last Name)
MOE # The MOE number of the student
Class: The Class/Section of the student
Nationality: Nationality of the student.
Parent Education level (If known): Select the appropriate option (as shown in fig 5) if You know the parent education level.

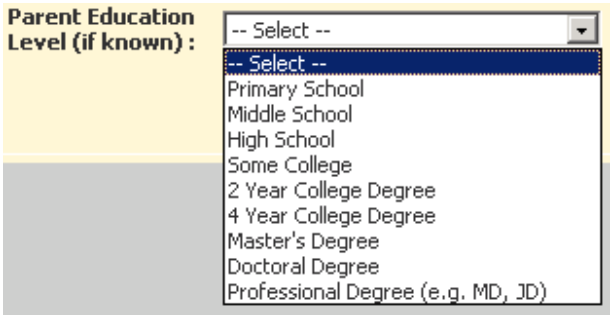


Fig.5

Parent Country of Origin (If known): Select the appropriate option if you know the parent country of origin.

After completing the information in the "Add New Student" screen, select the "Save Student" button (as shown in fig.6) to save the student information in the system.

Below message appears when you select "SAVE STUDENT" button if you have not filled the mandatory fields in this screen.

- Please Enter English First Name
- Please Enter English Last Name
- Please Select Gender
- Please Select Date Of Birth
- Please Select Grade

Fig.6

Please note that Mandatory Field list may be updated later.

Saving the student information after filling the mandatory information in this screen will complete the "New Student" process.

You will see a message "Data Saved Successfully" (as shown in fig.7) when Student record is saved.

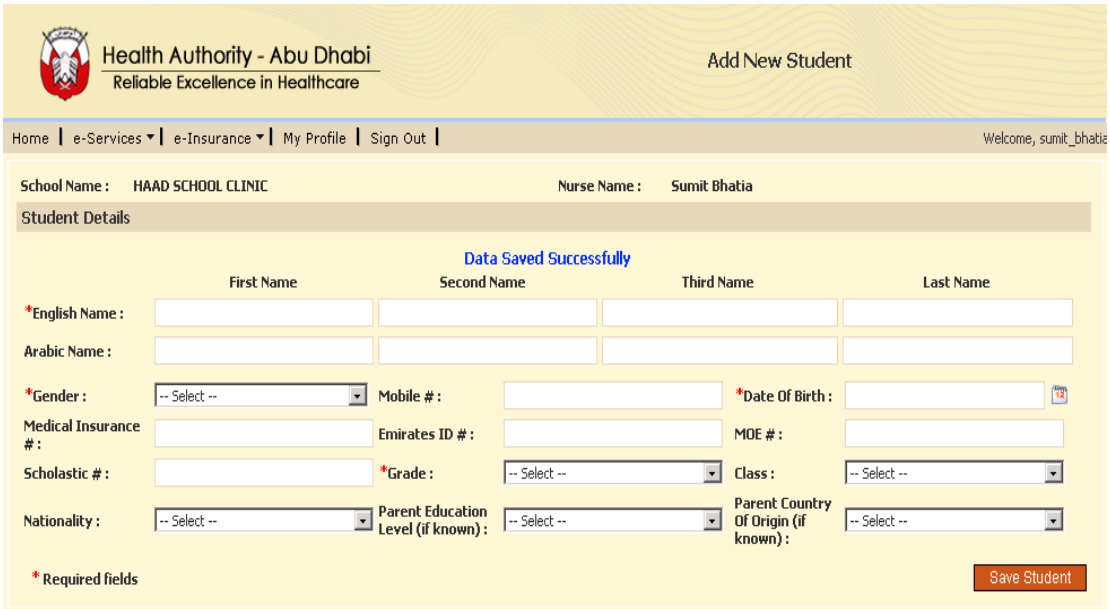


Fig.7

3.2.1.2 School Health Notification (Delete Student Information)

To delete the student record, you should first search for particular student record as mentioned in the above Search Student information section.

You will see below screen (as shown in fig.8) when search is done. Select the delete option to delete the particular student record (highlighted in fig.8)

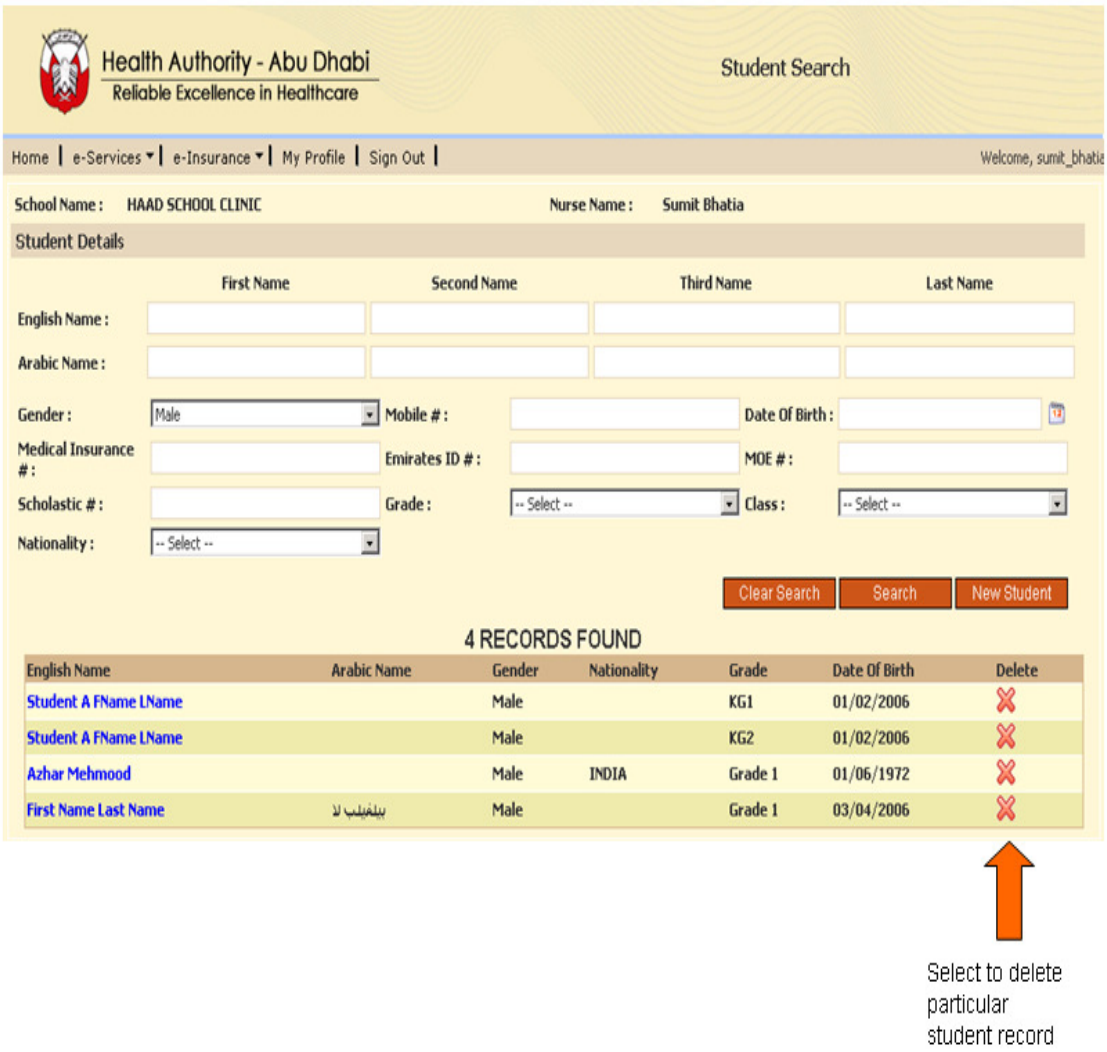


Fig.8

3.2.1.3 School Health Notification (Edit/Update Student Information)

Edit/Update Student Information: Click on the English Name of the student to edit the student information (as shown in fig.9).

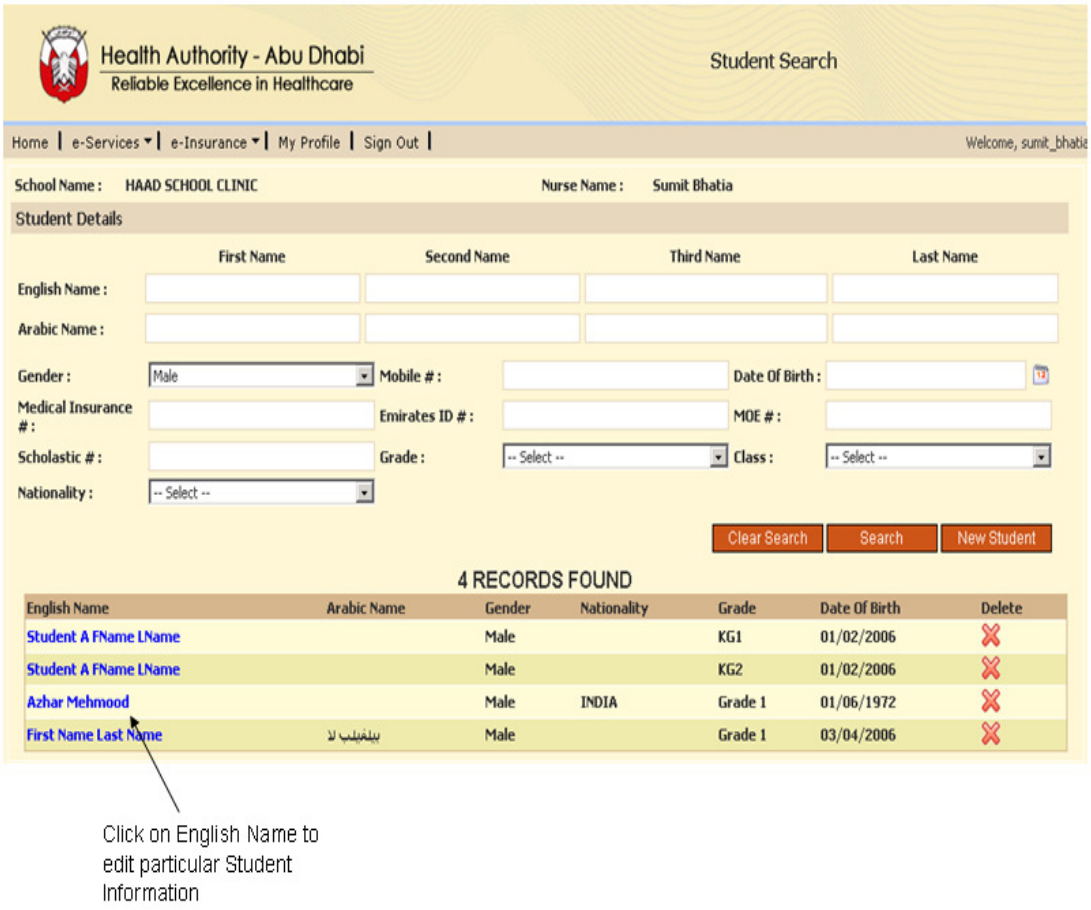


Fig.9

You will see below screen (as shown in fig.10), Once you have selected the English Name of particular student (as shown in fig.9).

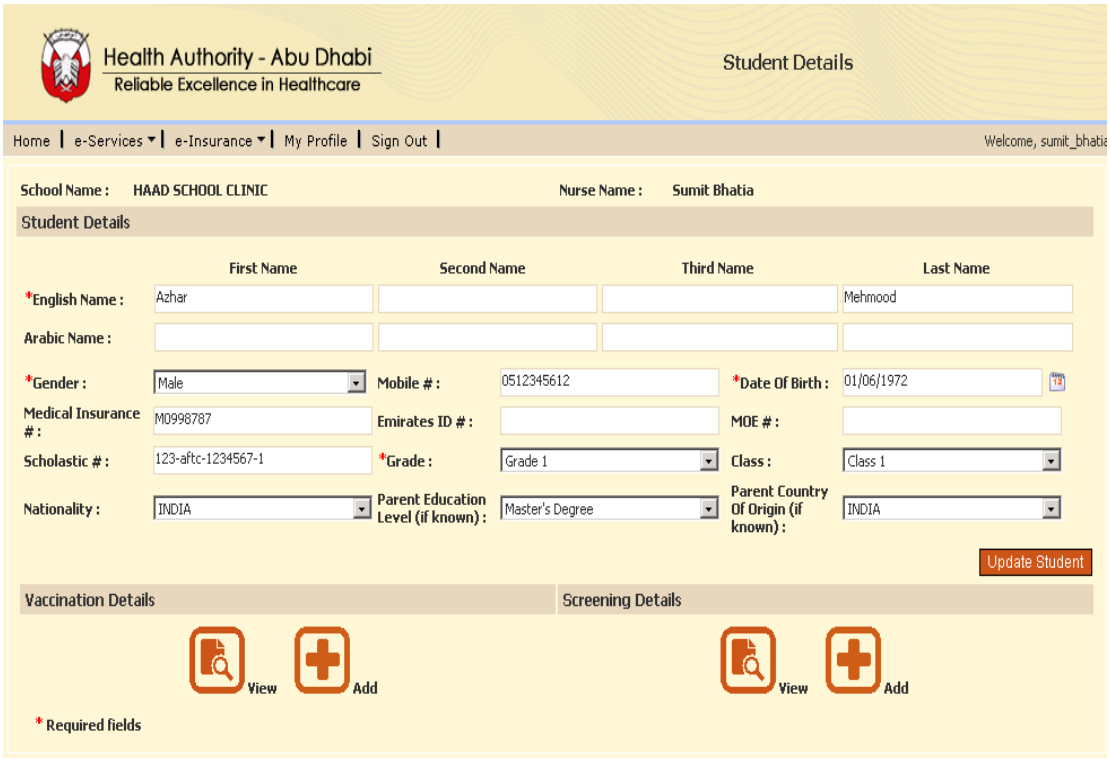


Fig.10

Please note that Mobile#, Medical Insurance#, Emirates ID# & Scholastic# are not mandatory fields but recommended to be entered.

In case Mobile#, Medical Insurance#, Emirates ID# & Scholastic# have not been entered for a student, you will see below message (as shown in fig 11) when you visit student details screen for that student.

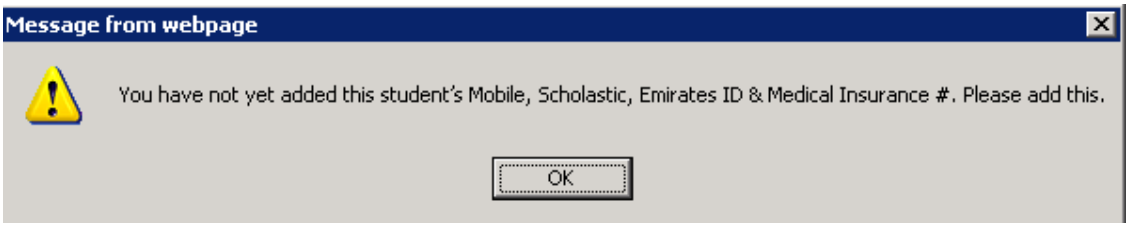

Message from webpage
You have not yet added this student's Mobile, Scholastic, Emirates ID & Medical Insurance #. Please add this.
OK

Fig.11

Once you select OK button in the message box (as shown in fig 11), below screen (as shown in fig 12 appears).

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Student Details
Home | e-Services | e-Insurance | My Profile | Sign Out |
School Name : HAAD SCHOOL CLINIC
Nurse Name : Sumit Bhatia
Student Details
First Name
Second Name
Third Name
Last Name
*English Name : Azhar Mehmood
Arabic Name :
*Gender : Male
Mobile # : 0512345612
*Date Of Birth : 01/06/1972
Medical Insurance # : M0998787
Emirates ID # :
MOE # :
Scholastic # : 123-aftc-1234567-1
*Grade : Grade 1
Class : Class 1
Nationality : INDIA
Parent Education Level (if known) : Master's Degree
Parent Country Of Origin (if known) : INDIA
Update Student
Vaccination Details
Screening Details
View
Add
View
Add
* Required fields
Select to view Vaccination details of the student
Select to add Vaccination details of the Student
Select to view Screening details of the student
Select to add Screening details of the student

Fig.12

You can change the student information in this screen and select "Update Student" button to save the Student information.

You should enter Mobile#, Medical Insurance# & Scholastic# if it has not been previously entered.

Please note that you must fill mandatory fields (prefixed by *) to update the student information.

3.2.1.4 School Health Notification (View/Add Vaccination Details)

Select the "Add" button under Vaccination details section (as shown in fig.12) to add vaccination details for particular student.

Below screen (as shown in fig.13) will appear.

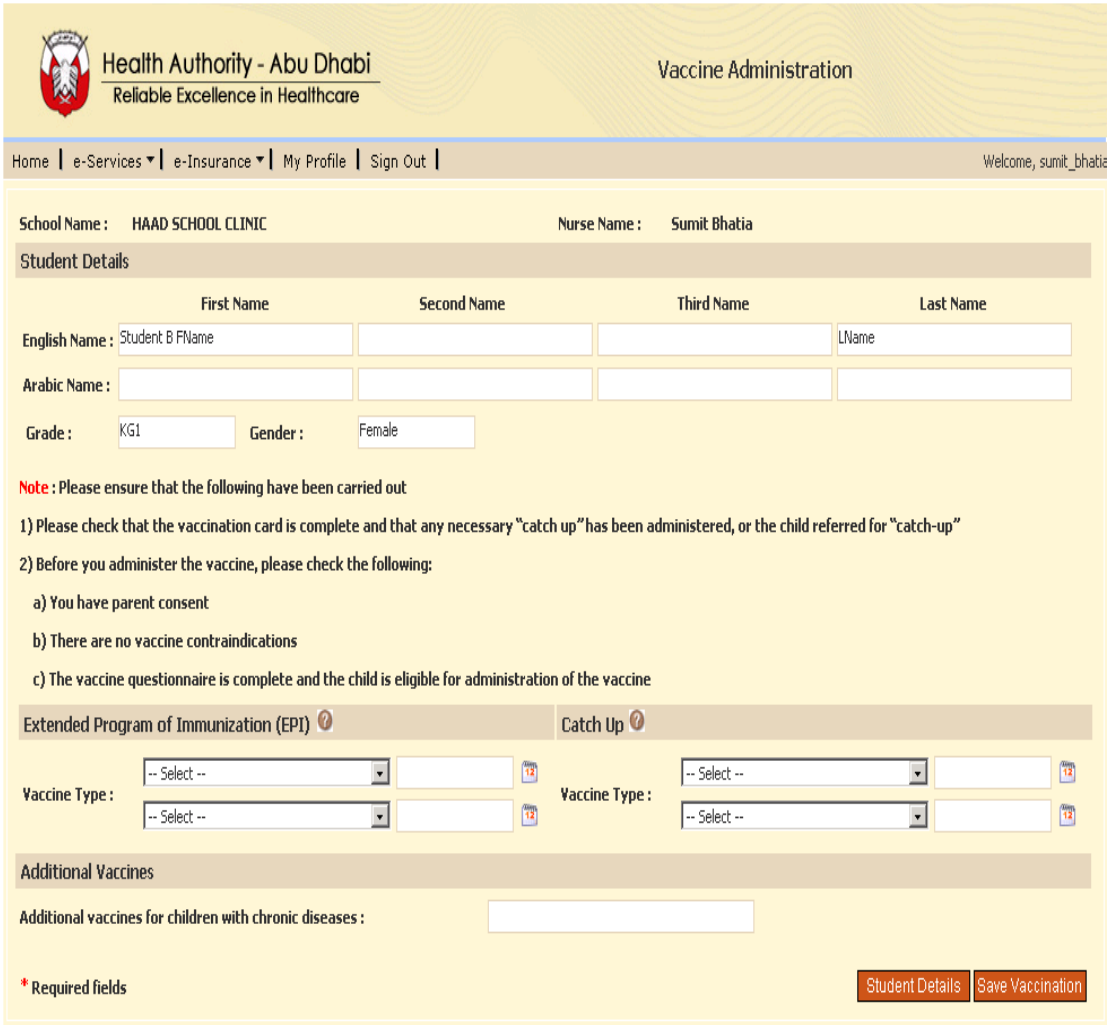

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Vaccine Administration
Home | e-Services | e-Insurance | My Profile | Sign Out |
Welcome, sumit_bhatia
School Name : HAAD SCHOOL CLINIC
Nurse Name : Sumit Bhatia
Student Details
First Name
Second Name
Third Name
Last Name
English Name : Student B FName
LName
Arabic Name :
Grade : KG1
Gender : Female
Note : Please ensure that the following have been carried out
1) Please check that the vaccination card is complete and that any necessary "catch up" has been administered, or the child referred for "catch-up"
2) Before you administer the vaccine, please check the following:
a) You have parent consent
b) There are no vaccine contraindications
c) The vaccine questionnaire is complete and the child is eligible for administration of the vaccine
Extended Program of Immunization (EPI)
Catch Up
Vaccine Type :
-- Select --
Vaccine Type :
-- Select --
Additional Vaccines
Additional vaccines for children with chronic diseases :
* Required fields
Student Details
Save Vaccination

Fig.13

Enter the vaccination details in EPI & Additional Vaccines section in this screen and select "Save Vaccination" button to save the vaccination details for the student.

Below screen (as shown in fig 14) appears when you select the "Add" button under Vaccination details for female students of grade 11.

Please note that an additional HPV Vaccine section appears.

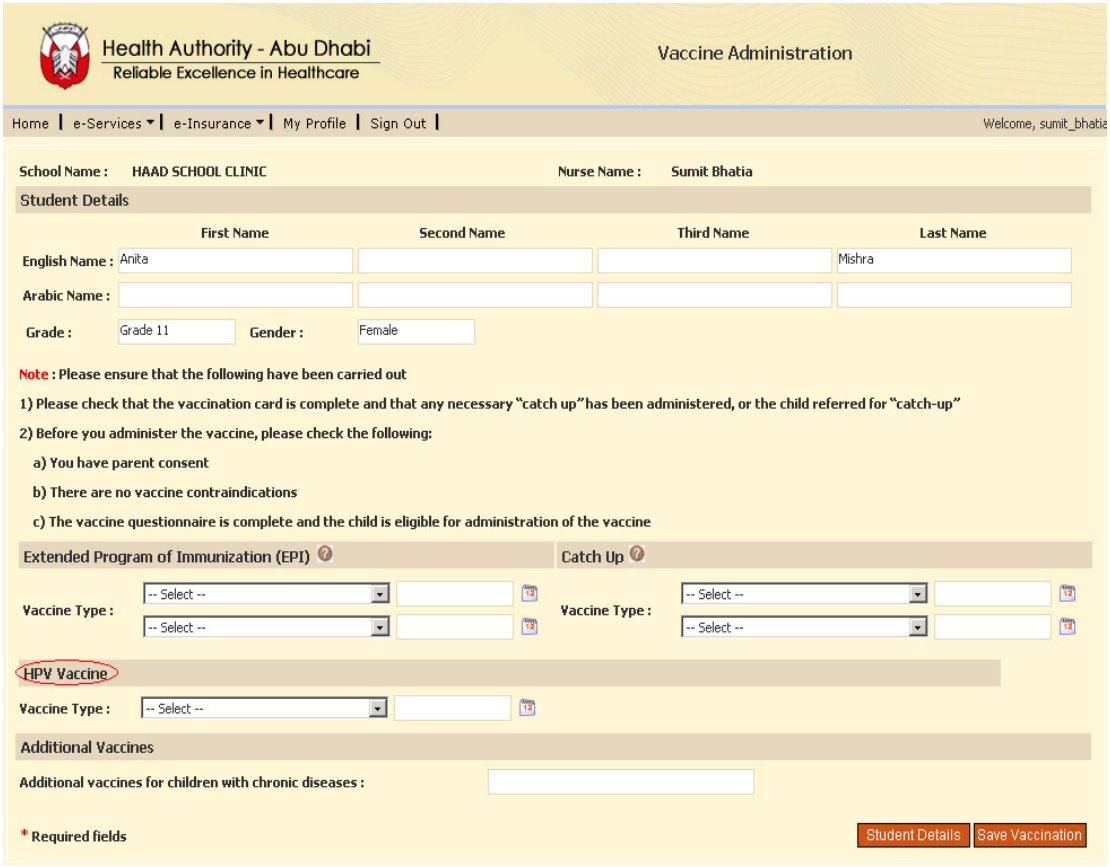

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Vaccine Administration
Home | e-Services | e-Insurance | My Profile | Sign Out |
Welcome, sumit_bhatia
School Name : HAAD SCHOOL CLINIC
Nurse Name : Sumit Bhatia
Student Details
First Name
Second Name
Third Name
Last Name
English Name : Anita
Mishra
Arabic Name :
Grade : Grade 11
Gender : Female
Note : Please ensure that the following have been carried out
1) Please check that the vaccination card is complete and that any necessary "catch up" has been administered, or the child referred for "catch-up"
2) Before you administer the vaccine, please check the following:
a) You have parent consent
b) There are no vaccine contraindications
c) The vaccine questionnaire is complete and the child is eligible for administration of the vaccine
Extended Program of Immunization (EPI)
Catch Up
Vaccine Type :
-- Select --
Vaccine Type :
-- Select --
HPV Vaccine
Vaccine Type :
-- Select --
Additional Vaccines
Additional vaccines for children with chronic diseases :
* Required fields
Student Details
Save Vaccination

Fig.14

Enter the vaccination details in EPI, HPV Vaccine & Additional Vaccines section in this screen and select "Save Vaccination" button to save the vaccination details for the student.

You can select "Student Details" button to go back to the Student details page.

Select the "View" button under Vaccination details section (as shown in fig.12) to view vaccination history of particular student. Below screen (as shown in fig.15) will appear.

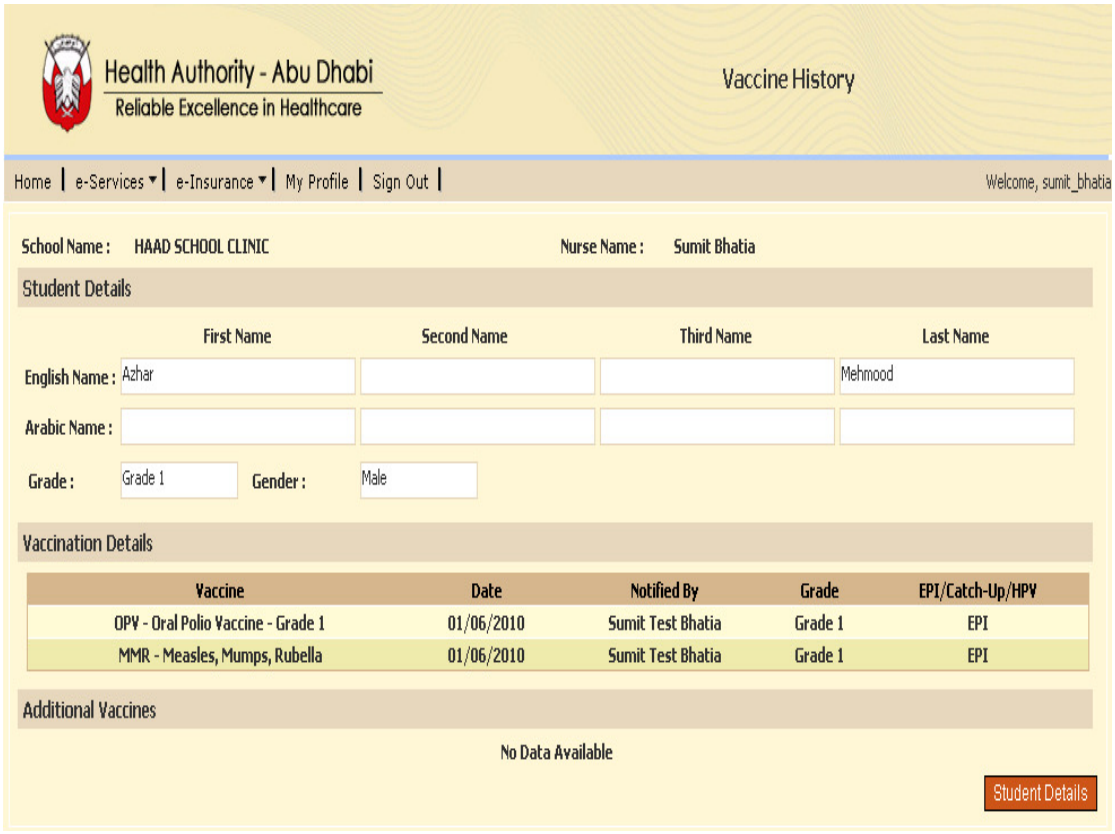


Fig.15

3.2.1.5 School Health Notification (View/Add Screening Details)

Select the “Add” button under screening details section (as shown in fig.12) to add screening details of particular student. Below screen (as shown in fig.16) will appear once you click add screening button.

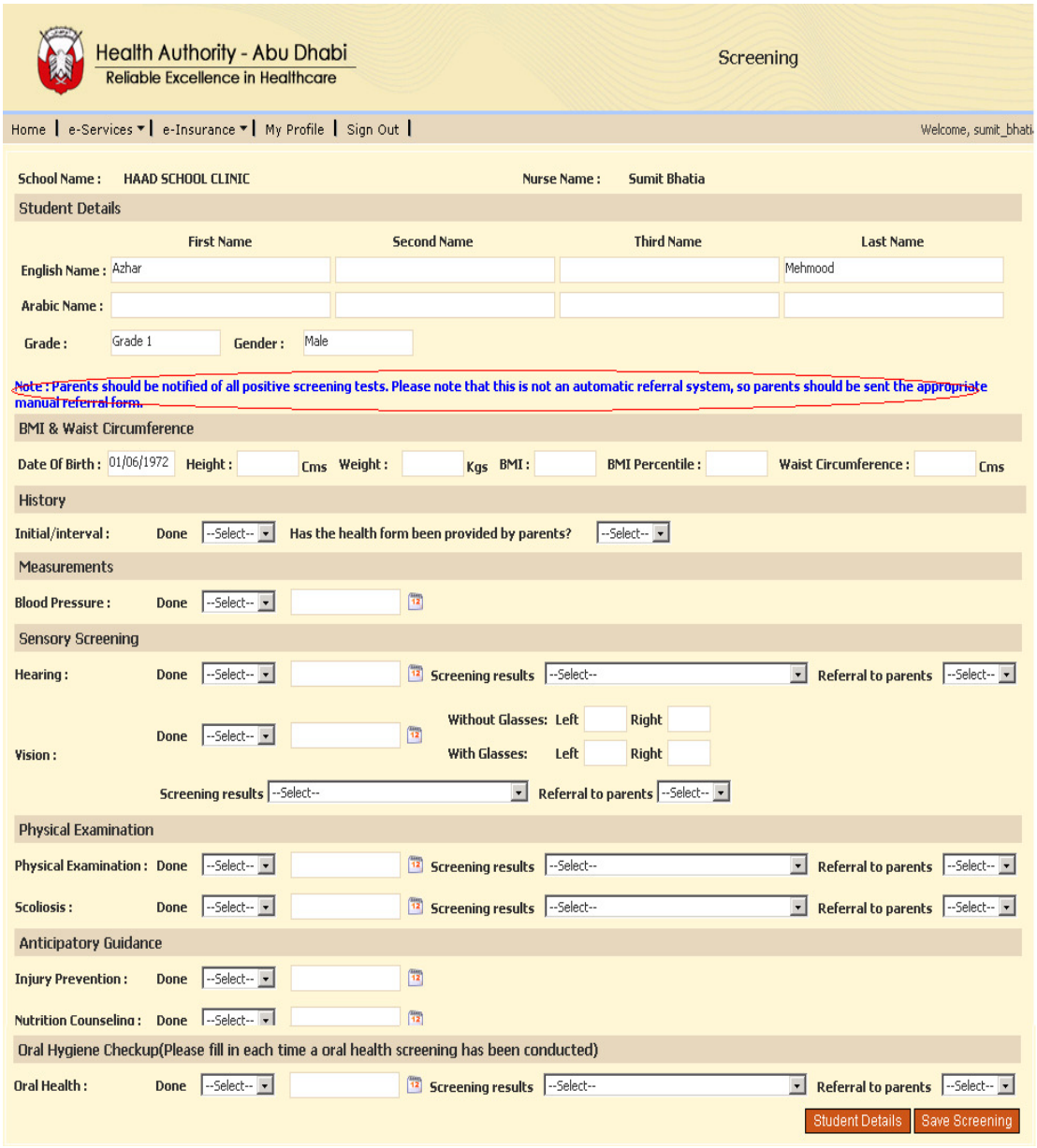

Health Authority - Abu Dhabi
Reliable Excellence in Healthcare
Screening
Home | e-Services | e-Insurance | My Profile | Sign Out |
Welcome, sumit_bhati
School Name : HAAD SCHOOL CLINIC
Nurse Name : Sumit Bhatia
Student Details
First Name
Second Name
Third Name
Last Name
English Name : Azhar
Mehmood
Arabic Name :
Grade : Grade 1
Gender : Male
Note : Parents should be notified of all positive screening tests. Please note that this is not an automatic referral system, so parents should be sent the appropriate manual referral form.
BMI & Waist Circumference
Date Of Birth : 01/06/1972
Height : Cms
Weight : Kgs
BMI :
BMI Percentile :
Waist Circumference : Cms
History
Initial/interval : Done --Select--
Has the health form been provided by parents? --Select--
Measurements
Blood Pressure : Done --Select--
Sensory Screening
Hearing : Done --Select--
Screening results --Select--
Referral to parents --Select--
Vision : Done --Select--
Without Glasses: Left Right
With Glasses: Left Right
Screening results --Select--
Referral to parents --Select--
Physical Examination
Physical Examination : Done --Select--
Screening results --Select--
Referral to parents --Select--
Scoliosis : Done --Select--
Screening results --Select--
Referral to parents --Select--
Anticipatory Guidance
Injury Prevention : Done --Select--
Nutrition Counseling : Done --Select--
Oral Hygiene Checkup(Please fill in each time a oral health screening has been conducted)
Oral Health : Done --Select--
Screening results --Select--
Referral to parents --Select--
Student Details
Save Screening

Fig.16

Enter the screening details in BMI & Waist Circumference, History, Measurements, Sensory Screening, Physical Examination, Anticipatory Guidance & Oral Hygiene Checkup section in this screen and select “SAVE SCREENING” button to save the screening details of the student.

You can select “Student Details” button to view student details.

Select the "View" button under screening details section (as shown in fig.12) to view screening history of particular student. Below screen (as shown in fig.17) will appear once you click "view screening" button.

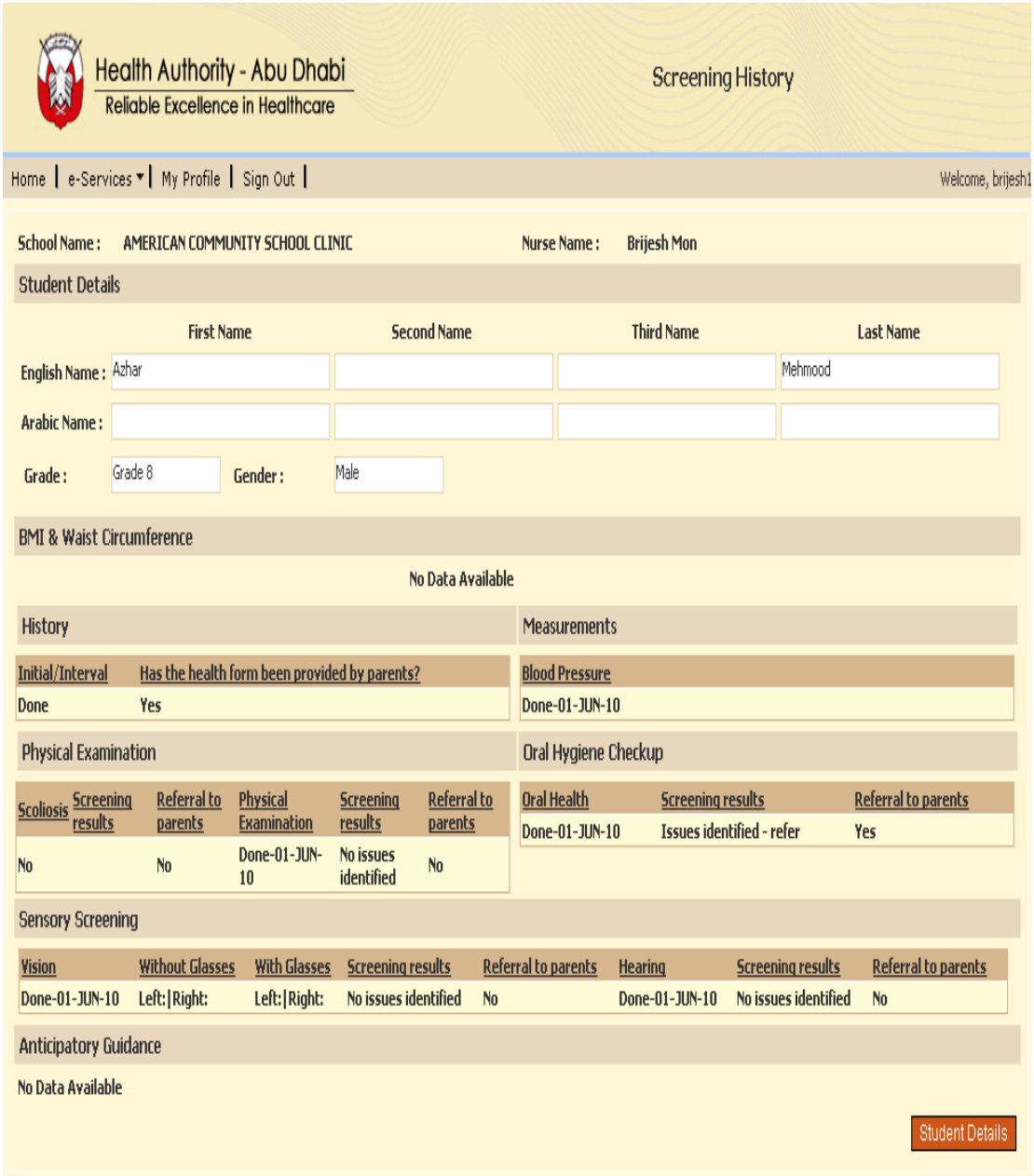


Fig.17

3.3 Changing User Profile Data and Password

Please refer Registration User Manual for information on how to change user profile data/password.

3.4 Exit System

You can exit from the application by clicking on Sign out link on the top of the screen as shown in Fig 18.

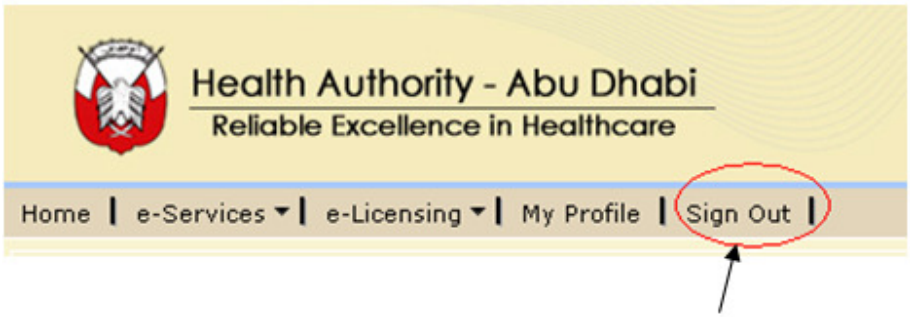


Fig. 18